

**CITY OF SUNNYVALE
SERVICE REVIEW PROCESS**

Department Summary

Department: Community Development

Program: Housing and Human Services

No.	Service Name	Category Assignment (Staff)	Category Assignment (Council)	Council Comments
1.	Community Development Block Grant Management	Optional		
2.	CDBG Public Service Grant Management	Optional		
3.	Support the Housing and Human Services Commission	Optional		
4.	HOME Program Grant Management	Optional		
5.	City Housing Fund Administration	Optional		
6.	City Funded Human Services Administration	Optional		

7.	BMR Housing Program Administration	Legally Mandated: City Ordinance Optional		
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Program: Community Planning

8.	Mandated Study Issues (Land Use Policy Development/General Plan Updates) – Support to Commissions and City Council	Legally Mandated: Other Government Agency City Charter		
9.	Optional Study Issues (Land Use Policy Development/General Plan Updates)	Optional		
10.	Mandated Intergovernmental Policy/ Regional Planning	Legally Mandated: Other Government Agency City Charter Core External		
11.	Intergovernmental Policy/ Regional Planning (non-mandated) – Support to City Council	Optional		

12.	Heritage Preservation (Supports Heritage Preservation Commission, Staff Research, Provides General Information to Public)	Legally Mandated: City Charter Core External		
13.	Administration of Policy Development Service	Core Internal		
14.	Update Community Condition Indicators	Legally Mandate: Other Government Agency Core External		
15.	Prepare and Update Economic and Demographic Data	Core External		
16.	Use and Maintenance of Geographic Information System	Core External Core Internal		
17.	Information Management Administration	Core Internal		

Program: Development Services

18.	Land Use Permit Review by Planning Division	Legally Mandated: City Ordinance Core External		
19.	Land Use Permit Review by Departments Other Than Planning	Legally Mandated: City Ordinance Core External		
20.	Provide Land Use and Zoning Information	Legally Mandated: City Ordinance Core External		
21.	Land Use Permitting Administration/Staff Development	Core Internal		
22.	Construction Permitting- Reviewing Building Plans by the Building Division	Legally Mandated: Other Government Agency City Charter City Ordinance Core External		

23.	Construction Permitting- Reviewing Building Plans by Other Divisions/Departments	Legally Mandated: Other Government Agency City Charter City Ordinance Core External		
24.	Building Permit Inspections	Legally Mandated: Other Government Agency City Charter City Ordinance Core External		
25.	Provide Construction Permitting Information	Legally Mandated: Other Government Agency City Charter City Ordinance Core External		
26.	Construction Permitting Administration	Core Internal		

27.	One-Stop Telephone Answer Point – Inspection Scheduling, Permit Information and Customer Assistance	Legally Mandated: Other Government Agency City Charter City Ordinance Core External		
28.	One-Stop Counter Cashiering and Reception	Core External Core Internal		
29.	One-Stop Counter Administration	Core Internal		

Program: Economic Prosperity

30.	Liaison Between City and Retail and Hospitality Businesses	Optional		
31.	Developing and Implementing Marketing Opportunities to Strengthen and Support Retail and Hospitality Businesses	Optional		

32.	Liaison Between City Departments and Office and Industry Businesses	Optional		
33.	Developing Marketing Opportunities to Attract and Retain Office and Industrial Businesses	Optional		
34.	Develop Strategies to Promote Sunnyvale as Great to do Business and Link Businesses to the Community	Optional		
35.	City-Wide Business Partnerships and Business Assistance	Optional		
36.	Provide Economic Prosperity Program Management	Core Internal		
37.	Redevelopment Agency – Administration for State Compliance	Legally Mandated: Other Government Agency City Ordinance		

38.	Redevelopment Agency – Support Redevelopment Projects	Legally Mandated: Other Government Agency City Ordinance Optional		
39.	Redevelopment Agency – Outreach and Mitigation	Optional		

Program: Neighborhood Preservation

40.	Enforce the Sunnyvale Municipal Code, Uniform Housing Code, and Uniform Building Code Requirements	Legally Mandated: City Ordinance Expected/ Traditional		
41.	Respond to Information Requests from the Public	Expected/ Traditional		
42.	Organize or Attend Community Clean-Ups or Events	Optional		
43.	Provide Neighborhood Preservation Program Administration	Core Internal		

44.	Neighborhood Enhancement Program (Lakewood Village)	Optional		
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